United Nations ST/IC/2013/12/Amend.1

Secretariat

16 July 2013

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Language and communications programme at Headquarters — 2013**

Amendment

1. **Paragraph 4**

Replace the entry for *2013 fall term* with the following:

2013 fall term	
Language classes:	9 September-29 November
	7 October-29 November for certain French and Spanish courses
End-of-term examinations:	2-6 December

2. **Paragraph 7**

Replace the paragraph with the following text:

7. Regular courses meet for a total of three to four hours per week for 12 weeks, depending on the language and level. In 2013, exceptionally, certain French and Spanish courses will be held for four hours and thirty minutes for eight weeks. Each lesson will last one, one and a half or two hours and classes will be held several times a week. Courses will be offered at the following times:

Before work: at 8.30 a.m.

At lunch hour: beginning at 12, 12.30, 1, 1.30 and 2 p.m.

After work: beginning at 5.30 p.m. (6 p.m. during the main part of the General Assembly session).

* The present circular will be in effect until further notice.

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Please recycle

3. Paragraph 13

Add the following sentence at the end of the paragraph:

4 October: last day of registration for all 8-week French and Spanish courses

4. Paragraph 14

Replace the paragraph with the following text:

14. The deadline for registration is always the last day of the first week of a course regardless of its duration and regardless of the day of the week the course starts. However, a language coordinator may decide to close registration for a course earlier when the maximum number of students allowed has been reached. If the beginning of a course is postponed, the registration deadline for that course may be postponed as well, depending on the number of students already enrolled. Students who are unable to take classes according to the revised schedule for French and Spanish courses have the option of taking morning (8.15 a.m.) or evening (5.45 p.m.) classes, which remain in the regular 12-week schedule. However, since seats will be limited, students are encouraged to register as soon as possible.